

FLEET MAINTENANCE SUPERVISOR

General Definition of Work:

Performs difficult skilled technical and intermediate administrative work supervising the servicing, maintenance and repair of automotive equipment at the County's equipment service garage. Work is performed under the general supervision of the Infrastructure and Asset Management Director. Supervision is exercised over fleet maintenance employees.

Essential Functions/Typical Tasks:

Overseeing the inspection, maintenance and repair of automobiles, trucks and equipment; maintaining parts inventory; determining maintenance and repair needs; maintaining records and files; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Plans, schedules, and supervises the repair and maintenance of the County's automotive equipment.
- Responsible for supervising, training, and evaluating staff and has substantial influence in hiring and other employment decisions.
- Maintains the garage parts and supplies inventory and equipment maintenance and employee productivity records.
- Diagnoses problems, writes repair orders, and supervises and inspects the repair, overhaul, and maintenance of automotive equipment.
- Provides technical advice to mechanics.
- Helps evaluate fleet requirements; recommends purchase of automotive equipment and shop equipment and supplies.
- Performs transmission repairs and mechanical work on specialized equipment.
- Writes work orders and keeps records of work in garage; schedules maintenance times for departments.
- Identifies, locates, and procures vehicle and equipment parts.
- Ensures that fleet maintenance employees perform their duties in a safe manner and in compliance with OSHA requirements.
- Develops and implements Sheriff's Department drivers training.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

Thorough knowledge of the principles and practices of automotive repair shop management; of the characteristics and maintenance needs of a wide variety of automotive and mechanical equipment; of the hazards and safety precautions of automotive maintenance shop operations; and of the principles of operation of gasoline and diesel engines and/or of their repair and maintenance characteristics. Working knowledge of office equipment and computers and applicable software applications. Ability to plan and supervise the work of automotive mechanics; to prepare and maintain accurate records and reports; to communicate effectively orally and in writing; and to establish and maintain effective working relationships with government officials, subordinates, and associates.

Education and Experience:

Requires graduation from high school or vocational school supplemented by course work in heavy and light equipment maintenance and extensive experience in the maintenance and repair of automotive equipment including some supervisory experience. An equivalent combination of education and experience may be considered.

Physical Requirements:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, hazards, atmospheric conditions, and oils.

Special Requirements:

Possession of an appropriate driver's license valid in the State of North Carolina. North Carolina automobile inspector certificate. ASE refrigerant certificate. Position is a safety-sensitive position as defined by the Drug Free Workplace Policy.